



## **AMERICAN CONSULATE, KOLKATA, INDIA**

VACANCY ANNOUNCEMENT NUMBER: **KOL-2014-02A**

The U.S. Consulate in Kolkata is seeking an individual for the position of Maintenance Supervisor in the General Services section, at trainee level

**Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms with supporting educational and employment documentation will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the skills test/interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Supervisor, FSN-1205-07, CLA-526002T  
(Personal Services Agreement)

**OPENING DATE:** January 27, 2014

**CLOSING DATE:** February 10, 2014

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:** **Not Ordinarily Resident:** Trainee Grade: FP-08\*  
**Ordinarily Resident:** Trainee Grade: FSN-06\*

\*Starting salary will be determined on the basis of qualifications and experience and/or salary history.

### **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**NOTE: FOREIGN NATIONAL APPLICANTS (OR) MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

**FUNCTION OF POSITION**

Under the supervision and guidance of the senior Maintenance Supervisor, the incumbent will serve as a Maintenance Supervisor at the American Center, being responsible for directing the maintenance operations and repair program in the property; uncovers potential problems, and acts to correct those problems pertaining to the building and utilities that includes but not limited to electrical, mechanical, plumbing and civil work entailing emergency power generators with powerhouse equipment, fire alarm and suppression system, various office equipment, passenger and freight elevators, chiller plant/HVAC system, water filtration, water distillers and water softening plant, sewage and restroom facilities, security lighting, etc. ; supervises performance of multi-task maintenance crew providing day to day instructions to perform necessary maintenance and repair jobs to upkeep building equipment and systems for smooth efficient operations. Arranges special lighting, seating arrangements, setting platform during events in the auditorium. Maintains sufficient inventory of spares, supplies and tools for all electrical, civil and mechanical equipment.

Responsible to prepare weekly, monthly, quarterly, semi-annual and annual preventive maintenance schedule for building, grounds, equipment and systems and ensures their timely compliance; performs daily routine inspections of the property to ensure smooth and effective performance of the following equipment and systems while maintaining complete maintenance records; undertakes and supervises a wide variety of maintenance and repairs works:

Two 120 TR central air cooled chiller plants, 10 air handling units, 33 fan coil units, chiller and BMS control panels, circulating pumps, cooling tower, electrical panel for central A/C plant, one 750 KVA transformer, three 400 KVA generators, one 100 KVA generator, one fire engine and On Line Tap Changer (OLTC) for safety reasons; ensures that the equipment is not producing heat beyond the recommended safe level, ensure there are no leaks of oil and all the meters fitted with the equipment are indicating proper readings; cooling tower for generator, pumps, and various kinds of batteries, and they have guards against accidents. Performs testing of auto mains failure and manually operated HT/LT panels consisting of Molded case circuit breaker (MCCB), Earth Leakage Circuit Breaker (ELCB) and allied wiring;

A wide variety of plumbing equipment and accessories; plumbing installations and water distribution systems, plumbing fittings and fixtures, water filtration/softening plant, water distillers, on line filters, and cleanliness of restrooms; schedules cleaning of overhead and underground water tanks and ensures compliance thereof; cleaning activities of buildings, grounds, sewage systems.

Supervises in house staff and contractors' workmen while doing maintenance and repair jobs in the low tension power distribution system at the American Center building ensuring that jobs are done in an appropriate manner adhering to the safety guidelines; ensures that exhaust gas produced by generators and any such equipment are correctly emitting from the building to enhance control over pollution; follows recommended pest control programs throughout the facility; walks through the job sites to determine environmental and work place safety; directs workers to use protective clothing while working in hazardous zones. Checks stock levels of spares and submit requests of procurement for emergency parts. Spot checks log books ensuring that operators note down indoor and outdoor climatic conditions in an appropriate manner; supervises performance of custodians under contract and advises contractors for improvement; provides guidance to the in house staff while troubleshooting faults to restore normal operations at the soonest.

Checks and provides technical guidance to the contractor during minor and major maintenance projects; performs duties as a COTR to ensure contractual performance and ensures established safety procedures are adhered to; prepares technical specifications for all civil, electrical and mechanical maintenance and repair projects with cost estimates; closely observes funding status incurring expenses from post M&R funds. Submits monthly, quarterly and annual lists of proposed maintenance and repair works in a prioritized manner to the supervisor for approval; checks availability of funds prior to commence work; using computer prepares PASS work orders for approval of such work and completes them in a timely manner filling appropriate boxes with work related information. Assists Maintenance Supervisors (CLA-526001 and CLA-526013) in the Consulate with information in connection with submission of various reports, e.g. fire and life safety inspection, annual inspection and survey, energy saving, Asbestos report, Shem reports etc. Establishes, develops and maintains regular contact with working level technical staff in governmental departments, utility companies, contractors and suppliers to update information and resources. Often performs duties beyond scheduled hours to achieve targeted goals and objectives that have restrictions to execute during normal working hours.

Performs property inspection, provides guidance to the in house and contractors' workmen during maintenance and repair program, major/minor repairs and improvement projects in Ho Chi Minh Sarani and all STL properties.

Performs other tasks as assigned by American and local Supervisors or assignees.

## **QUALIFICATIONS REQUIRED**

1. 3 year Diploma in Civil, Electrical or Mechanical engineering on completion of Higher Secondary (10+2) education is required.
2. Four years relevant experience in the relevant engineering industry or in building maintenance and management services. Should possess a valid civil, electrical or mechanical engineering license as well as HVAC certification.

3. Level 3 (Good working knowledge) in speaking, reading and writing English; level 3 in speaking Bengali and Hindi is required.

**When applying for the position, please indicate your levels of proficiency in the languages).**

4. Must have basic knowledge of building maintenance and repairs, established trade practices and procedures pertaining to HVAC, BMS, power plant, system and assignment including high and low volt electrical distribution systems.
5. Demonstrated ability to organize and manage a full fledged maintenance workshop, tactfully deal with and motivate a team of skilled and unskilled maintenance personnel. Ability to anticipate and plan preventative maintenance and manage emergency repairs of systems; ability to analyze technical data, knowledge of computer for MS word, MS outlook, Excel, power point, and internet browsing to know updated development on building maintenance and system, availability of equipment and relevant price; Should be able to operate a computerized building automation system.

***A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.***

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested candidates for this position must submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> or
2. A current resume or curriculum vitae that provides the same information found on the UAE: **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application: **and**
5. Other documentation (e.g., essays, educational and work experience certificates, awards, etc) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

American Consulate General  
Management/HR Office  
38A, Jawaharlal Nehru (Chowringhee) Road  
Kolkata 700 071

**Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.**

Or

E-mail application form and supporting documentary attachments to:

[HROKolkata@state.gov](mailto:HROKolkata@state.gov)

Please insert “**VA# 2014-01A** (Vacancy Announcement Number) and **CLA-526002T** (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

**POINT OF CONTACT**

Human Resources Office

Telephone: 3984-2400

Fax: 2282-2335

All applications for the Subject announcement must be received by  
**COB February 10, 2014.**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## **AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Kolkata provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared/Approved: AMO/GSO: Matthew Hetrick